

Department of Veterans Affairs		TRAVEL SAVINGS AWARD FORM			NAME OF EMPLOYEE		SOCIAL SECURITY NO.	
SAVINGS COMPUTATION	1ST NIGHT	2ND NIGHT	3RD NIGHT	4TH NIGHT	5TH NIGHT	6TH NIGHT	7TH NIGHT	
DAY AND DATE								
1. MAXIMUM LODGING RATE								
2. MINUS ACTUAL COST								
3. MINUS EXCESS TRANSPORTATION								
4. LODGING SAVINGS FOR VA								
5. FREQUENT TRAVELER TRANSPORTATION SAVINGS▶		CONTRACT OR LOWEST AVAILABLE NON-RESTRICTED COACH/GOVERNMENT FARE \$			SAVINGS BY USE OF MILES \$			
TRAVEL AUTHORIZATION NO.				INITIALS OF EMPLOYEE		INITIALS OF TRAVEL APPROVING OFFICIAL		
DAY AND DATE								
1. MAXIMUM LODGING RATE								
2. MINUS ACTUAL COST								
3. MINUS EXCESS TRANSPORTATION								
4. LODGING SAVINGS FOR VA								
5. FREQUENT TRAVELER TRANSPORTATION SAVINGS▶		CONTRACT OR LOWEST AVAILABLE NON-RESTRICTED COACH/GOVERNMENT FARE \$			SAVINGS BY USE OF MILES \$			
TRAVEL AUTHORIZATION NO.				INITIALS OF EMPLOYEE		INITIALS OF TRAVEL APPROVING OFFICIAL		
DAY AND DATE								
1. MAXIMUM LODGING RATE								
2. MINUS ACTUAL COST								
3. MINUS EXCESS TRANSPORTATION								
4. LODGING SAVINGS FOR VA								
5. FREQUENT TRAVELER TRANSPORTATION SAVINGS▶		CONTRACT OR LOWEST AVAILABLE NON-RESTRICTED COACH/GOVERNMENT FARE \$			SAVINGS BY USE OF MILES \$			
TRAVEL AUTHORIZATION NO.				INITIALS OF EMPLOYEE		INITIALS OF TRAVEL APPROVING OFFICIAL		
SUMMARY DATA	1ST TRIP	2ND TRIP	3RD TRIP	SIGNATURE OF EMPLOYEE		DATE		
6. TOTAL LODGING SAVINGS								
7. FREQUENT TRAVELER TRANS. SAVINGS				SIGNATURE OF TRAVEL APPROVING OFFICIAL		DATE		
8. TOTAL SAVINGS FOR VA								
9. AWARD AMOUNT TO EMPLOYEE								

Instructions for completing VA Form 0727, Travel Savings Form

Enter your name and your social security number at the top right corner of the form. Enter the travel authorization number for each trip reported on the form. The date and day of the week can be entered if this helps in recording the lodging expenses for each night. You can enter up to three separate trips on each form. Employees reporting savings for the first 30 days of extended TDY must use two forms. Initial the Travel Savings Form and submit it for each trip with lodging savings or redemption of frequent flyer benefits through the office channels to the Incentive Awards Office.

Line 1. Enter the maximum lodging rate for the TDY locality for each night's lodging (*see attached Travel Savings Form example*). For the first trip that began on Sunday, \$84.00 for the first night was recorded.

Line 2. Enter the actual lodging cost for each night's lodging. For the first night in the example, actual was \$64.50. For the second trip, the employee stayed with relatives or friends and incurred no lodging costs. The amount is \$0.00.

Line 3. Enter any additional reimbursable transportation expenses incurred while staying at a lodging more distant from the TDY site. A determination must be made by the reviewing official that the transportation expenses are excessive. These amounts must be deducted from the maximum hotel rate for the locality. The example shows an employee who incurred additional transportation expense of \$6.00 per day as a result of staying at lodging some distance from the TDY site. The employee will subtract \$6.00 for each day.

Line 4. Subtract Lines 2 and 3 from Line 1 for each night's lodging from the maximum lodging rate. This will give you the lodging savings for VA. The first night's savings for the first trip was \$13.50, the second trip was \$50.00 for each night, and the third was \$14.00.


Line 5. When Frequent Flyer benefits are used to obtain free coach class airfare, find the Government contract fare amount for that date from <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/continue.shtml>. Enter the amount on Line 6 under the applicable trip. In the example, the round-trip fare was \$420.00

Line 6. Total the amount of lodging savings on Line 4 for each night and enter the amount in "Total Lodging Savings" boxes on Line 6 for each trip. For the first trip, the amount is \$54.00. For the second trip, the amount is \$200.00, and the third was \$42.00.

Line 7. Total the amount of frequent traveler savings on Line 5 and enter on Line 7.

Line 8. Enter the totals from the "Summary Data" boxes on Line 6 and Line 7 for each trip in the "Total Savings for VA" box. The total savings was \$716.00 for all three trips.

Line 9. Multiply the amount on Line 8 (\$716.00) by 50 percent. This is the amount that will count toward the travel savings cash award. In the example, the employee will receive an award in the amount of \$358.00.

 Department of Veterans Affairs		TRAVEL SAVINGS AWARD FORM			NAME OF EMPLOYEE John Traveler		SOCIAL SECURITY NO. 987-65-4321	
SAVINGS COMPUTATION	1ST NIGHT	2ND NIGHT	3RD NIGHT	4TH NIGHT	5TH NIGHT	6TH NIGHT	7TH NIGHT	
DAY AND DATE	Sun 6/1/96	Mon 6/2/96	Tue 6/3/96	Wed 6/4/96				
1. MAXIMUM LODGING RATE	\$84.00	\$84.00	\$84.00	\$84.00				
2. MINUS ACTUAL COST	\$64.50	\$64.50	\$64.50	\$64.50				
3. MINUS EXCESS TRANSPORTATION	\$6.00	\$6.00	\$6.00	\$6.00				
4. LODGING SAVINGS FOR VA	\$13.50	\$13.50	\$13.50	\$13.50				
5. FREQUENT TRAVELER TRANSPORTATION SAVINGS ▶		CONTRACT OR LOWEST AVAILABLE NON-RESTRICTED COACH/GOVERNMENT FARE \$ 420.00			SAVINGS BY USE OF MILES \$ 420.00			
TRAVEL AUTHORIZATION NO. T99999				INITIALS OF EMPLOYEE		INITIALS OF TRAVEL APPROVING OFFICIAL		
DAY AND DATE	Mon 7/6/96	Tue 7/7/96	Wed 7/8/96	Thur 7/9/96				
1. MAXIMUM LODGING RATE	\$56.00	\$56.00	\$56.00	\$56.00				
2. MINUS ACTUAL COST	\$0.00	\$0.00	\$0.00	\$0.00				
3. MINUS EXCESS TRANSPORTATION	\$6.00	\$6.00	\$6.00	\$6.00				
4. LODGING SAVINGS FOR VA	\$50.00	\$50.00	\$50.00	\$50.00				
5. FREQUENT TRAVELER TRANSPORTATION SAVINGS ▶		CONTRACT OR LOWEST AVAILABLE NON-RESTRICTED COACH/GOVERNMENT FARE \$ 240.00			SAVINGS BY USE OF MILES \$ 0.00			
TRAVEL AUTHORIZATION NO. T88888				INITIALS OF EMPLOYEE		INITIALS OF TRAVEL APPROVING OFFICIAL		
DAY AND DATE	Wed 8/1/96	Thur 8/2/96	Thur 8/3/96					
1. MAXIMUM LODGING RATE	\$68.00	\$68.00	\$68.00					
2. MINUS ACTUAL COST	\$48.00	\$48.00	\$48.00					
3. MINUS EXCESS TRANSPORTATION	\$6.00	\$6.00	\$6.00					
4. LODGING SAVINGS FOR VA	\$14.00	\$14.00	\$14.00					
5. FREQUENT TRAVELER TRANSPORTATION SAVINGS ▶		CONTRACT OR LOWEST AVAILABLE NON-RESTRICTED COACH/GOVERNMENT FARE \$ 660.00			SAVINGS BY USE OF MILES \$ 0.00			
TRAVEL AUTHORIZATION NO. T77777				INITIALS OF EMPLOYEE		INITIALS OF TRAVEL APPROVING OFFICIAL		
SUMMARY DATA	1ST TRIP	2ND TRIP	3RD TRIP	SIGNATURE OF EMPLOYEE		DATE		
6. TOTAL LODGING SAVINGS	\$54.00	\$200.00	\$42.00					
7. FREQUENT TRAVELER TRANS. SAVINGS	\$420.00	\$0.00	\$0.00					
8. TOTAL SAVINGS FOR VA	\$716.00	\$200.00	\$42.00					
9. AWARD AMOUNT TO EMPLOYEE	\$358.00							